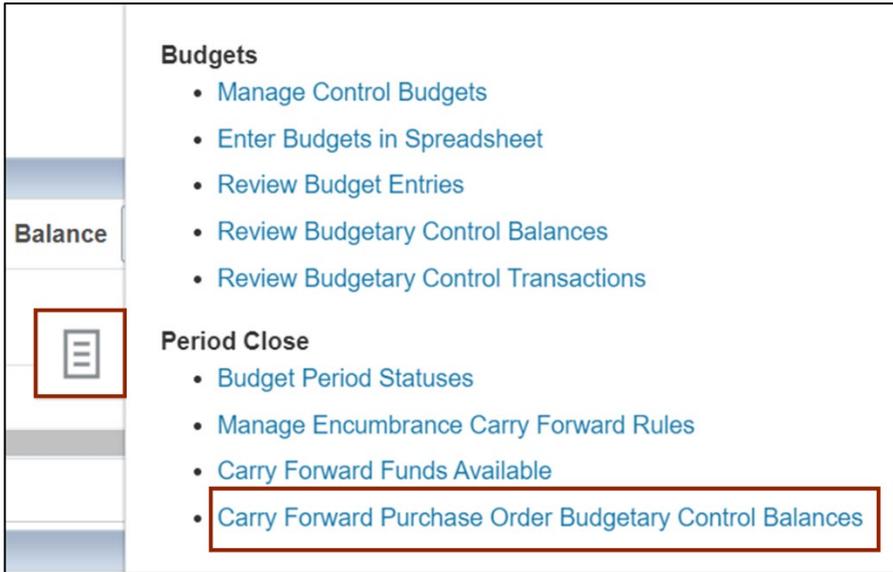


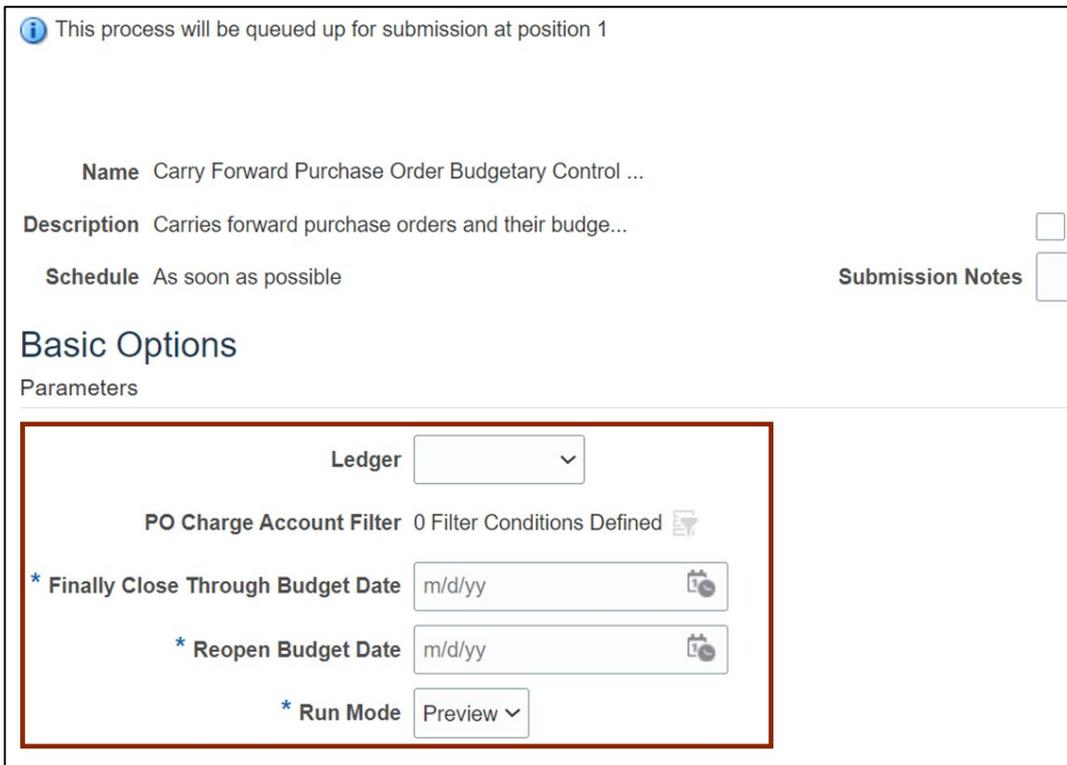


3. Click the **Tasks** [  ] icon. Under **Period Close**, click **Carry Forward Purchase Order Budgetary Control Balances**.



4. The **Basic Options** page opens, enter in the required field such as **Ledger**, **PO Charge Account Filter- Blank (default)**, **\*Finally Close Through Budget Date**, **\*Reopen Budget Date**, and **\*Run Mode**.

In this example, choose **Run Mode** as **Preview**.



**Note:** If the *Run Mode* field is selected as **Final**, then uncheck the following:

- Keep funds available unchanged in the carry forward from year.
- Include budget for purchase orders in the carry forward to year.

### Basic Options

Parameters

Ledger ▼

PO Charge Account Filter 0 Filter Conditions Defined

\* Finally Close Through Budget Date m/d/yy

\* Reopen Budget Date m/d/yy

\* Run Mode Final ▼

Keep funds available unchanged in the carry forward from year

Include budget for purchase orders in the carry forward to year

5. On the top right-hand side of the page, click the **Submit** button.

**Note:** In this example, choose *Run Mode* as **Preview**, *Ledger* as **NC CASH US** and enter **Budget Dates**.

This process will be queued up for submission at position 1

Process Options
Advanced
Submit
Cancel

Name Carry Forward Purchase Order Budgetary Control ...

Description Carries forward purchase orders and their budge...  Notify me when this process ends

Schedule As soon as possible

Submission Notes

### Basic Options

Parameters

Ledger NC CASH US ▼

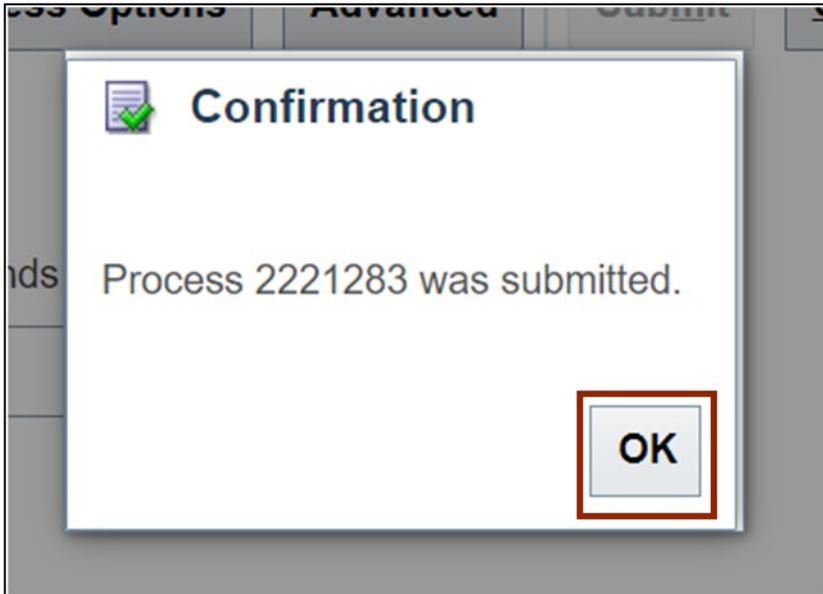
PO Charge Account Filter 0 Filter Conditions Defined

\* Finally Close Through Budget Date 6/9/23

\* Reopen Budget Date 6/16/23

\* Run Mode Preview ▼

6. The *Confirmation* pop-up appears. Click the **OK** button You are now redirected to **Budgetary Control Dashboard** page.



**Note:** The PO balances are available to view on Execution reports. In step 5, if we selected the **Run Mode** as **Final**, then the PO balances would be available to view on both the Execution Reports and the Inquiry screens.

## Wrap-Up

Carryforward PO balances as a part of the budget and payables year-end process as illustrated in the steps above.

## Additional Resources

### Web-based Training (WBT)

- BU102: Budget Period Management